

**AN AGREEMENT BETWEEN THE OFFICE OF LIBRARY AND INFORMATION SERVICES AND THE PROVIDENCE PUBLIC LIBRARY PROVIDING FOR THE PROVIDENCE PUBLIC LIBRARY TO PROVIDE ACCESS TO SPECIALIZED COLLECTIONS AND SERVICES PURSUANT TO CHAPTERS 29-3 AND 29-6 OF THE GENERAL LAWS OF RHODE ISLAND AS AMENDED.**

Pursuant to chapters 29-3 and 29-6 of the General Laws of Rhode Island, as amended, the Office of Library and Information Services designates the Providence Public Library to receive in fiscal year 2008 State grant-in-aid appropriated by the 2007 General Assembly in a total amount of \$1,012,378 provided that it meets the following minimum criteria:

The collections and services of the Providence Public Library's central facility continue to be available to other free libraries in the State at least 48 hours per week including two evenings and Saturdays.

The collections and services of the Providence Public Library's central facility continue to be directly available to the residents of Rhode Island cities and towns, other than the City of Providence, at least 48 hours per week including two evenings and Saturdays.

Reference services of the Providence Public Library are made electronically available to other free libraries and all residents of Rhode Island at least 56 hours per week.

The Providence Public Library keeps separate financial records for this project and provides quarterly financial reports and monthly statistical reports to the Office of Library and Information Services.

The Providence Public Library provides for administrative review in accounting for State funds, and furnishes substantiation of the use of funds transmitted as an "advance" by the Office of Library and Information Services.

The Providence Public Library makes every effort to accomplish the objectives presented in the attached Program of Service for FY 2008 and submits progress and statistical reports as required by the Office of Library and Information Services.

Payments will be made on a quarterly basis; each payment to be made upon attainment of the milestones enumerated in the Program of Service and submittal of quarterly financial reports.

Any changes or modifications of the terms or conditions of this agreement shall be made only after consultation with and approval of the Chief Library Officer, Office of Library and Information Services.

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_ in the year of 2007.

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Chief Library Officer  
Office of Library and Information Services

s/\_\_\_\_\_  
Director, Providence Public Library

## Program of Service

### Statewide Reference Resource Center Providence Public Library

2007 – 2008

1. Work with staff from the Office of Library and Information Services to plan, develop and fund the Statewide Reference Resource Center.
2. Provide direct access for all Rhode Island residents to collections and services at the Providence Public Library's central facility a minimum of 48 hours per week including two evenings, Saturdays and Sunday afternoons October through May. (The Providence Public Library system will continue to comply with the *Minimum Standards for Rhode Island Public Libraries*.)
3. Answer reference questions received from all Rhode Island residents by telephone, in person, by e-mail and through real-time online services; in person access will be available a minimum of 48 hours per week; telephone and electronic access will be available a minimum of 56 hours per week.
4. Answer reference questions received through the state government portal, RI.gov, via email and through real-time online services.
5. Answer reference questions, including ILL subject requests, received from all LORI member libraries directly by telephone, e-mail, and fax or through interlibrary delivery.
6. Make all PPL professional staff available to LORI librarians for consultation, upon request, including development and public relations staff, reference librarians, children's services librarians, the interlibrary loan librarian, the Special Collections Librarian, and the Electronic Information Services Coordinator.
7. Publicize activities of the Statewide Reference Resource Center in conjunction with the Office of Library and Information Services at expositions and through the library's web site.
8. Develop in-house capacity to support and maintain web accessible digitized content beginning with the digitized RI Photograph Collection.
9. Provide external access to the Worldbook Reference and Heritage Quest databases for all OSL cardholders through the World Wide Web.
10. Work with the Office of Library and Information Services to review and revise contractual arrangements between the Office of Library and Information Services and the Providence Public Library at least annually, or more frequently as needed.

## **Activities**

The following specific activities will take place during FY 2008:

- A minimum of 10 continuing education classes, including computer applications, will be presented for staff of LORI libraries at various public libraries in Rhode Island. Library staff will work with OLIS staff to determine the subjects and dates of these programs.
- A minimum of three reference programs for professional staff at LORI libraries will be sponsored, at least one of which will be in the area of youth services.
- A minimum of two workshops on development and / or library marketing will be developed for LORI libraries for the Office of Library and Information Services Continuing Education Program.
- Professional staff from the Providence Public Library will attend appropriate professional development programs and training sessions.
- Lists of new reference materials at the Providence Public Library will be posted on the Providence Public Library Website, with links on the OLIS web site.
- Periodic surveys of users will be conducted to establish geographic usage patterns.

## **Reporting**

- Statistical reports will be submitted monthly to the Office of Library and Information Services. These reports will include the number of reference questions received from the public, including in-person, phone, and email reference transactions, and patent requests. These monthly reports will include statistics on LORI Reference and ILL Subject Requests from other libraries, and quarterly reports of usage of databases. (The Library will also provide OLIS with passwords to database reports to enable them to review report details.)
- Financial reports will be submitted quarterly. Expenditures will be listed according to categories presented in the proposed SRRC FY 2008 Budget.
- Quarterly reports will include summaries of the activities completed in the Program of Service.

**Statewide Reference Resource Center Budget FY2008  
(projected)**

**Personnel Expenses**

Salaries	\$664,532
FICA	\$50,837

<i>Total Salaries</i>	\$715,369
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Health Insurance	\$88,480
Life Insurance	\$2,575

<i>Total Benefits</i>	\$91,055
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<b>Total Personnel Expenses</b>	<b>\$806,424</b>
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**Library Materials**

Info Data Base	\$250,000
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<b>Total Library Materials</b>	<b>\$250,000</b>
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<b>Total Expense</b>	<b>\$1,056,424</b>
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**Income**

State Grant for SRRC services	\$1,012,378
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<b>Total Income</b>	<b>\$1,012,378</b>
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<b>Surplus/Deficit</b>	<b>-\$44,046</b>
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